



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## The Bay Area Air Quality Management District

Request for Proposals  
Public Safety Voice and Data  
Radio Communications System

January 2006

THAYER  
consulting

**The Bay Area Air Quality Management District  
Public Safety Voice and Data Radio Communications System  
Request for Proposals**

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## **Section 1    Executive Summary**

### **1.1    Overview**

The Bay Area Air Quality Management District (BAAQMD or District) is committed to achieving clean air to protect the public's health and the environment. In support of this mission, BAAQMD provides radio communications services for its personnel within a jurisdiction that encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma. Since 1975, BAAQMD has owned and operated a four site conventional UHF voice radio communications system. This system supports approximately 70 field personnel through one dispatch center. Due to the age of the current system, BAAQMD desires to upgrade or replace the system.

BAAQMD invites interested parties to submit a written proposal to upgrade or replace the existing voice communications system. In addition, BAAQMD is soliciting proposals for a mobile data system. Proposers may respond to only the voice requirements of this Request for Proposal (RFP), only the data requirements, or both the voice and data requirements.

A detailed description of BAAQMD's existing radio systems is included in the supplemental materials to this RFP. This RFP describes BAAQMD's overall goals and objectives for the new systems and outlines the format for the desired response.

While BAAQMD has outlined the functional requirements for the new system, BAAQMD does not desire to constrain the ability of Proposers to provide the solution that will best meet the needs of the users. Proposers are encouraged to provide their most appropriate solution that will meet BAAQMD's goals and objectives.

The primary users of the radio system typically conduct field inspections of sources of air pollution to determine compliance with applicable rules and regulations, respond to air quality complaints, and investigate excess air pollution incidents.

## **Section 2 Project Overview**

### **2.1 Goals and Objectives**

The Compliance and Enforcement Division of the BAAQMD desires to sustain, and where effective, modernize its communications systems. At a minimum this entails the replacement or upgrade of the now thirty-year old conventional UHF radio system. In addition, the District is interested in communications systems that improve operational effectiveness as well as increase safety for field personnel, primarily inspectors at the District. To these ends, the District desires a solution that will help achieve the following specific goals:

- Reliable voice communications for District inspectors
- Coverage that exceeds that of the current system
- Safety of inspectors
- Data functionality that supports field operations
- High inspector morale and sense of community
- Implementation strategy that addresses the change management issues associated with a new communications system

### **2.2 Existing System**

The existing radio system is described in Attachment 3 to this RFP, entitled, “Supplemental Material”.

### **2.3 Desired System**

The District seeks to procure or lease a comprehensive voice and data communications system that meets the goals described above and the functional requirements included in Attachment 1 of this RFP. The system will support communications among the District’s enforcement personnel throughout the nine county area which they serve. Proposed solutions should be cost-effective, reliable, and easily expandable.

The District strongly encourages Proposers to submit a design and configuration that best meets the requirements of the selection committee as identified in this RFP. The District recognizes that there are various methods in procuring the communications infrastructure including outright purchase or leasing available services. During the design of the communications system, Proposers should evaluate the most practical and cost-effective solution to providing voice and data capabilities. Dedicated and leased service infrastructure options should be assessed as well as any hybrid

solutions using both of these methods. Creative applications of proven technologies are encouraged.

The District recognizes that in the interest of acquiring the most cost-effective system(s) that best meets its needs, either a single-Proposer or multi-Proposer solution may be acceptable. The District is therefore considering Proposers that can provide complete voice and data solutions, as well as those that may provide a portion of the overall solution. The District will accept multi-Proposer voice, data or integrated systems with the understanding that there must be a single Proposer (hereinafter “prime contractor”) identified who will assume project management responsibility for the implementation. Proposers submitting a proposal for only a portion of the voice or data work identified in this RFP must be willing to coordinate their work with other Proposers.

Any or all of the assets of the current system including radio equipment, frequencies, and site leases may be utilized in the proposed system(s). Proposers should also identify any savings that can be realized from assets that will not be used in proposed systems.

## Section 3 Proposal Submission

### 3.1 Project Timeline & Events

The District has established the following tentative timeline for the administration of this project. These dates are subject to amendment at the District's discretion.

RFP Released to Prospective Proposers	January 17, 2006
Receive Initial Questions	January 27, 2006
Bidder's Conference & Site Tour	February 6, 2006
Written Questions Due	February 13, 2006
Response to Written Questions	February 27, 2006
<b>Proposals Due</b>	<b>March 20, 2006</b>

### 3.2 Deadline for Submitting Proposals

Responses to this RFP should be submitted as follows:

Satnam Hundel, Business Office Manager  
Administrative Services Division  
Bay Area Air Quality Management District  
939 Ellis St.  
San Francisco, California 94109

The sealed box/envelope containing one (1) original and five (5) copies, as well as 2 copies in native format, e.g., Word, Excel, Project, etc., on electronic media, e.g., CD-ROM or DVD, shall be clearly labeled with the Proposer's name and the following:

Public Safety Radio Communications System for BAAQMD  
Voice and Data (or) Voice only (or) Data only  
RFP # 2006-01  
Due Date: March 20, 2006 at 4:00 P.M. local time.

An authorized representative of the Proposer must sign the proposal. Additional copies of submitted proposals may be requested by the evaluation team at a later date.

### 3.3 Clarifications and Interpretations

In order to ensure that all participants receive correct information regarding this RFP, the District has designated the following contact for administrative issues and technical questions:

Attn: Doug Tolar  
Bay Area Air Quality Management District  
939 Ellis St.

San Francisco, California 94109  
(415) 749-5118 voice  
(415) 928-0338 fax  
[dtolar@baaqmd.gov](mailto:dtolar@baaqmd.gov)

Proposers may submit a written request for clarification of any portion of this RFP. If the District determines a clarification is needed, an official addendum to the RFP will be issued. The District shall not be obligated to respond to requests not received on a timely basis.

### **3.4 Contact with BAAQMD Employees and Others**

In order to ensure a fair and objective evaluation, all correspondence regarding this RFP should be addressed only to the individual listed in Section 3.3. If your company is currently providing services or equipment to the District, you are permitted to conduct your normal business; however, discussion of this RFP with BAAQMD employees or members of the BAAQMD Board of Directors is prohibited without prior consent.

Proposers failing to adhere to this policy risk having their proposal disqualified.

### **3.5 Bidder's Conference and Site Tour**

A Bidder's Conference & Site Tour will be held to address Proposer initial questions and review the relevant facilities. Interested Proposers are strongly encouraged to attend this conference. The Bidder's Conference will be held on February 6, 2006 at 8:30 a.m. at:

Bay Area Air Quality Management District  
939 Ellis Ave.  
San Francisco, CA 94109

Proposers are expected to raise any questions or issues they have concerning the document at this point in the process. If a Proposer discovers any significant error, ambiguity, conflict, omission or other deficiency in the RFP, the Proposer should request modification/clarification in writing.

The District will e-mail a list of the final questions and the official answers to all known recipients of the RFP. (Include your e-mail address in any inquiries.) Proposers shall note that only the *written* answers provided will be binding on the District. These answers shall represent the District's official position and supersede any previous oral statements made during the Bidder's Conference or at any time by District staff.

The District does not intend to issue minutes or notes from the Bidder's Conference, however, written clarifications or addenda will be issued as deemed necessary by the District.

Immediately following the Bidder's Conference, a tour of the BAAQMD communications system will be conducted.



### 3.6 **Format**

Please organize and format your proposal response in the following manner:

#### 3.6.1 General Requirements

The Proposer should submit one (1) original and five (5) copies of the proposal on standard 8-1/2 x 11" paper. Hard copy proposals should be presented in a lay-flat professional manner such as spiral bound or professional grade folder/three ring binder. Foldouts that contain charts, spreadsheets, and oversize exhibits are permissible. Tabs or other separators should serve to divide major sections of the proposal. Manuals and other reference documentation may be bound separately.

The Proposer should sufficiently address each item presented in the RFP in accordance with the directions found herein. Each item is expected to be addressed or the proposal may be judged as "non-responsive." Answers should be clear, sufficiently detailed and specific to the District.

Proposals shall be based only on the material contained in the RFP. In addition to the main document, this includes written responses to questions as well as any other official amendments/addenda published by the District concerning the acquisition.

#### 3.6.2 Transmittal Letter

The Proposer should first submit a formal transmittal letter on *official company letterhead* that contains the following:

##### **Statement of Interest**

This statement should indicate your firm's general interest and capability to perform the project. It should also include a brief summary of any information that you feel might be especially important to the District.

##### **Statement of Proposal Life**

The proposal must have a *proposal life* of at least two hundred forty (240) days from the date of the RFP due date. This shall represent the time during which the proposal is a firm offer and a contract may be entered into.

##### **Contact Person**

Please include the name, title, address, telephone number, fax number and e-mail (if available) of the key contact person for any questions regarding your proposal.

##### **Signature of Authorized Representative**

An authorized representative of the firm **must** sign the proposal.

### 3.6.3 Proposer History

The Proposer must be a “responsible” Proposer that is both ethically and financially in good standing within the industry, as determined by the District. If the Proposer has had a contract terminated for default during the past three (3) years, this fact should be disclosed in the RFP response along with the Proposer’s position on the matter(s). If the Proposer has experienced no such terminations for default in the past three years, then it should so indicate.

### 3.6.4 Business & Pricing Proposal

Proposals shall be submitted in two volumes;

- Volume 1: Functional Response
- Volume 2: Cost Information

Volume 2 shall contain all information related to costs and pricing. Volume 1 shall contain all other information and shall not contain any costs.

In addition, the contents of your entire proposal shall be submitted in their native format, e.g., Word, Excel, Project, etc., on electronic media, e.g., CD-ROM or DVD. Two copies of the electronic media shall be provided. The District shall be free to distribute these materials to the selection team and others involved in the selection process.

Each Proposer must be thoroughly familiar with all requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve Proposers from any obligation in respect to this RFP.

## **3.7 Exceptions to the RFP**

Proposers are to follow the format of the RFP in preparing responses. Any exceptions taken to the RFP or the District’s contract terms and conditions should be explicitly stated.

The District is receptive to solutions or alternatives the Proposer feels will more cost effectively meet its needs. Alternatives should be clearly identified in your response where applicable.

## **3.8 Proposal Term and Validity**

Proposals submitted shall remain valid for a period of 240 days after receipt.

The District reserves the right to reject any and all proposals or any part of any proposal. The District also may waive minor defects or technicalities, at its sole discretion, or to solicit new proposals on the same project or a modified project.

Proposals may be modified or withdrawn by an authorized representative of the Proposer or by formal written notice prior to the date and time specified for submission. Proposals submitted will become the property of the District after the proposal submission deadline.

## Section 4 Proposal Evaluation

The District's selection team will be comprised of representatives from the Compliance and Enforcement Division, Technical Services Division, the Information System Services Division or other District staff. The selection team will evaluate the proposals on a variety of quantitative and qualitative criteria. The successful proposal(s) shall be the one(s) that, in the opinion of the selection team, meets the needs and provides the best value for the District. While cost is a consideration, the lowest price proposal will not necessarily be selected.

The District will evaluate proposals in the following areas (relative scoring weights are shown in parentheses):

- System design (40%)
  - Design
  - Equipment
  - Coverage
  - Management judgment
- Customer support (15%)
  - Warranty
  - Maintenance
- Implementation (15%)
  - Project management
  - Acceptance test plan
  - Schedule
- Cost (30%)
  - Initial
  - Ongoing

The District reserves the right to reject any or all proposals, or to make no award. The District also reserves the right to require modifications to initial proposals or to make partial or multiple awards. Selected Proposers may be invited to make on-site presentations to the District. The Proposer representatives attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. The District will not reimburse the Proposer for any costs associated with such a presentation.

## **Section 5    Additional Provisions**

### ***5.1    Revision to the RFP***

The District may modify or amend this RFP at any time. If it becomes necessary for the District to revise any part of this RFP, an addendum will be provided to all Proposers in receipt of the original RFP.

### ***5.2    Use, Disclosure and Confidentiality of Information***

The information supplied by a Proposer as part of an RFP response will become the property of the District. Proposals will be available to interested parties in accordance with the California Public Records Act and Freedom of Information Act. None of the proposal responses will be made available to the public until after negotiation and award of a contract or cancellation of the procurement.

### ***5.3    Errors in Proposals***

Proposers will not be allowed to change or alter their proposals after the deadline for proposal submission. The District reserves the right, however, to correct obvious errors such as math errors in extended pricing (not unit pricing). This type of correction may only be allowed for “obvious” errors such as arithmetic, typographical, or transposition errors.

### ***5.4    Proposer Expenses***

By submitting a response to this RFP or participating in the process, each Proposer agrees that all of its related expenses are its sole responsibility, and that the District will not be responsible for any costs whatsoever incurred by the Proposer in connection with or resulting from the RFP process, including but not limited to costs for preparation/submission of proposals, travel & per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

### ***5.5    Proposal Life***

Proposers must hold their proposals open and pricing firm for two hundred forty (240) calendar days from the proposal submission deadline. Any proposal accepted by the District for the purpose of contract negotiations shall remain valid until superseded by an executed contract or until rejected by the District.

## **5.6 *Post-Proposal Discussions and Presentations***

After the Proposal Due Date, the District may conduct discussions with representatives of one or more firms submitting proposals for the purpose of obtaining clarification of a company's proposal and/or to assure full understanding of the solicitation requirements. As part of this process, the District may require a Proposer to provide one or more formal presentations to District officials to further explain or clarify their proposed solution. Any presentation will be at a time and place to be determined by District staff. The Proposer will be notified in advance of the specifics if such a presentation is required. The commencement of discussions or the scheduling of presentations does not signify a commitment by the District to execute an agreement or to continue discussions with the Proposer.

## **5.7 *Multiple Awards***

The District may award a contract to a single Proposer; or, at its option, may award contracts to multiple Proposers if deemed to be in the best interest of the District. The District may award one contract for a voice system and a separate contract to a different Proposer for a data system, even if one or both of the Proposers bid on both systems.

## **5.8 *Contract Negotiations***

The District will use the requirements set forth in the RFP as the basis for proposal evaluations. After identifying one or more responsible Proposers who appear to be most advantageous to the Division, the District may enter into contract negotiations with the Proposer(s). If at any time the contract negotiations are judged to be ineffective, the District may cease all activities with a Proposer and begin/continue contract negotiation and preparation activities with another Proposer, and the process may continue until a contract is executed. As a part of this process, the District may obtain "best and final offers" from all Proposers judged to be finalists. The District reserves the right to cease all contract negotiation activities at any time and reject all proposals if such action is determined by the District to be in its best interest.

## **5.9 *No Obligation to Proceed***

The District is under no obligation to proceed with this project or any subsequent project, and may cancel this RFP at any time without the substitution of another, if such cancellation is deemed in the best interest of the District. Furthermore, the District may reject any and all proposals, to waive any irregularities or informalities in a proposal, and to issue a new or modified RFP, if it is found to be in the best interest of the District.

## **5.10 *Proposal Withdrawal and Modification***

The District may allow a Proposer representative bearing proper authorization and identification to sign for, receive, and withdraw the Proposer's unopened proposal prior to the submission deadline.

A Proposer wishing to modify its proposal may do so by withdrawing the initial submission and then submitting a modified proposal prior to the deadline.

### **5.11 Performance Bond**

A performance bond in the amount of 100 percent of the respondent's proposed system and/or equipment cost will be required to guarantee the performance of the selected respondent after the contract is signed. The performance bond, which is due within 10 calendar days after the execution of the contract, must be made payable to the "Bay Area Air Quality Management District" and must be in the form of a certified check, cashier's check, or a bond acquired from a surety company registered with the California Department of Insurance. The bond must remain in effect for the duration of the contract. Notwithstanding any other provisions relating to the beginning of the term, the contract shall not become effective until the performance bond required by the contract is delivered in the correct form and amount to the District. Costs for the performance bond should be itemized in the cost proposal.

Respondents wishing the return of a proposal or performance bond should attach a self-addressed envelope. The requested document will be returned as soon as possible after the award (proposal bond) or upon successful completion of the contract (performance bond). Bonds not claimed within 90 days of successful completion of the contract may be destroyed.

### **5.12 Purchase Orders**

The Proposer shall furnish no services, equipment, materials or labor unless a properly executed order is received from the District directing the supply of the same.

### **5.13 Subcontractors**

The District intends to contract with one or more prime contractors who will be solely responsible for contractual performance. In the event a prime contractor utilizes one or more subcontractors, the prime contractor will assume all responsibility for performance of services by the subcontractor(s). Additionally, the District must be named as a third party beneficiary in all subcontracts. As requested in Section 6.3, a list of all subcontractors proposed to take part in the performance of the contract (at its outset) shall be provided to the District for approval prior to contract execution. This request may require that sufficient financial or background information be provided. To the degree available, this information should be included in an Appendix with the proposal response.

### **5.14 Taxes**

The Bay Area Air Quality Management District is exempt from Federal, State and Local Taxes and will not be responsible for any such taxes in connection with the award of this contract.

### **5.15 Sample Contract**

The selected Proposer will enter into contract negotiations with the District. To expedite this process, the District's proposed contract for radio communications systems and services is included in Attachment 2. This document will be the basis of the contract negotiated with the successful Proposer.

Any exceptions to the District's contract terms and conditions should be explicitly identified in Proposer's submittal; unless an exception is noted, the District's standard terms will be considered acceptable to the Proposer.

### **5.16 Licenses and Permits**

The selected proposer shall furnish the District upon request any and all documentation regarding necessary licenses, permits, certifications and/or registrations required by the laws or rules and regulations of the nine county bay area region, other units of local government, the State of California and the United States. The Proposer certifies that it is now and will remain in good standing with such governmental agencies and that it will keep its licenses, permits, certifications and/or registrations in force during the term of the agreement.

### **5.17 Use of District's Name**

Upon entering an agreement, the successful contractor agrees not to use the name of the Bay Area Air Quality Management District in relation to the agreement in commercial advertising, trade literature or press releases to the extent without the prior written approval of the District.

### **5.18 Incorporated by Reference**

This Request for Proposal (RFP) distributed by the District, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the District as confidential will not be publicly disclosed.



## Section 6 Proposer Questionnaire

This section requests specific information from proposals in response to this RFP. If you are proposing both voice and data systems, be sure that both are addressed.

All responses must follow the order and format of this questionnaire.

### 6.1 Services Overview

Indicate the appropriate company name in the column next to the product or service to be provided by that Proposer.

Service and/or Product	Provided By (Proposer Name)
Prime Contractor	
Systems Integrator	
Backbone Equipment Manufacturer	
Console Equipment Manufacturer	
User Equipment Manufacturer	
Software	
Site Development	
Equipment Installation	
Training	
Maintenance	
Other (describe)	

### 6.2 Exceptions

Note any exceptions taken to the RFP. All exceptions must be documented in this section of your response. Exceptions to the District's proposed contract should be listed in Attachment 2.

### 6.3 Company Information

For each company that is part of your overall solution, provide the following information:

<b>Proposer Name</b>	
Local Address Serving BAAQMD	
Headquarters Address	
Contract Representative (Name, Title, Telephone, E-Mail)	
Description of Proposer's Roles and Responsibilities with the Project	
Number of Years Providing Comparable Radio Systems	
Total Employees (Nationwide, Local Office Serving BAAQMD)	
Annual Gross Revenue/Net Profit for Previous Three Fiscal Years	
Detailed Audited Financial Statements (Y/N)	
Bank Reference	
Dun & Bradstreet Number	

### 6.4 References

At a minimum, each Proposer included in the proposal must complete the following reference list as indicated for the five (5) most similar sites that have implemented radio system configurations proposed. For each reference, Proposers must provide the following information:

- Agency name, address, contact name, title, phone number, e-mail address
- Overview of the system (voice or data), and type of technology and configuration (i.e., frequencies used, wireless interface standard, simulcast, multisite, trunked, conventional, analog, digital)
- Approximate service area population, service area size (square miles), number of counties
- Number of radio sites
- Number of user radios
- Installation date
- Project cost

## **6.5 General Approach**

- 6.5.1 Present an overview of the systems approach to be employed.
- 6.5.2 Are you proposing a voice and data system, a voice system only, or a data system only?
- 6.5.3 Specify all tower locations, including which existing tower locations, if any, you are proposing to use.
- 6.5.4 What types of system coverage guarantees are you proposing? Have you provided coverage maps that depict the coverage of the proposed system? If so, define all of the assumptions that have gone into your maps (i.e., talk-in versus talk-out, signal strength, etc.)
- 6.5.5 Describe your testing methodology for system reliability and performance testing.
- 6.5.6 What methodology will be used to determine channel loading?
- 6.5.7 What frequency licensing requirements are required with the proposed system? Will you coordinate all licensing requirements?
- 6.5.8 Does your solution allow for system access priority? Can access priorities be modified by system administrators? Is Proposer intervention required?
- 6.5.9 What redundancy features are built into the proposed system's backbone?
- 6.5.10 Describe the ability of your system to operate in the event of loss of the primary communications center or radio site(s).
- 6.5.11 What is your specific recommendation to the District for providing a contingent backup system/plan that will safeguard communications in the event of an interruption?
- 6.5.12 Does your system provide the capability to emit an audible emergency tone? Is the tone activated by dispatch? Describe your capabilities and operational procedure for emitting such a tone.
- 6.5.13 What specific antenna options are you proposing? Describe the functionality limitations or performance degradation that results from the various options proposed.
- 6.5.14 Provide any additional information that you feel appropriate.

## **6.6 Software**

- 6.6.1 Describe any required software licenses for the system. Identify the detailed costs in the Cost Summary section of your proposal.
- 6.6.2 The District requires that new software versions or products released within one year of installation be provided free of charge. What must customers do to receive a new version or release of a product that they are using after the first year?
- 6.6.3 How often are new software releases distributed? What is your procedure for installing and testing new software releases without impacting operations?
- 6.6.4 Will you install new releases as part of the system warranty and maintenance?
- 6.6.5 How will new releases be installed in the field (e.g., installable by District personnel, a third party)?
- 6.6.6 The District requires that the Proposer correct any program errors, without charge, in the first year after system acceptance. Will you correct, without charge, any program errors that are discovered after this time period has expired? If so, for what time period?
- 6.6.7 If software errors are discovered at another user's site, will the District's problems be corrected?

## **6.7 Data System**

**Answer the items in this section only if you are proposing a data system/solution.**

- 6.7.1 Describe your proposed wireless data system including frequency, air interface standard and modulation used.
- 6.7.2 Describe user functionality that is provided by your data system. How do you expect that this data system will alter voice traffic?
- 6.7.3 Is the proposed data solution integrated into a voice system? If so, describe.
- 6.7.4 Is the proposed system capable of interfacing directly with the District's current IRIS and/or Databank programs (Descriptions of these programs are located in Section 2.6 of the Supplement to this RFP)? If so, is this interface included in your proposal?
- 6.7.5 Describe your technology for handling data communications when the caller is moving between coverage cells, if applicable.

6.7.6 Describe your wireless data encryption features.

## **6.8 *Equipment Installation and Site Preparation***

6.8.1 The selected Proposer will be responsible for all site development, civil engineering and equipment installation. This includes all network connections.

6.8.2 Describe the equipment installation services that you are providing in accordance with this proposal and any site preparation requirements required by the District.

6.8.3 Describe the environmental conditions required for site equipment.

6.8.4 The District desires that the system central control equipment be located at the District facility, in the same space (or adjacent space) that houses the control equipment for the current systems. Describe how migration to the new system can best be accomplished.

6.8.5 How much total floor and access space should be set aside for the complete communications center equipment configuration and central electronics? Provide equipment layout diagrams in an attachment.

## **6.9 *Documentation***

6.9.1 Attach and clearly identify the published technical brochures for all equipment proposed.

6.9.2 On what media and formats will final system documentation be provided?

6.9.3 The District requires a minimum of three copies of all system documentation. How many copies of the documentation will be provided with the system?

6.9.4 Will you provide customized documentation, at no cost to the District, to be used during training sessions?

6.9.5 Can the District make unlimited copies of system and training documentation for internal use?

6.9.6 Indicate as many of the following methods as applicable regarding the availability of source code for your customers:

A. Source code supplied with system

B. Available through escrow-type agreement (describe limitations)

C. Available through direct purchase (show costs separately)

D. Available through alternative arrangement (describe)

## 6.10 Implementation and Project Management

6.10.1 Which of the following services are provided as part of this proposal?

Service	Provided (Y/N)
Maintain project schedule	
Coordinate equipment planning and installation including connectivity requirements	
Coordinate land and commercial power acquisition for all new or expansion sites	
Coordinate all site easements, secure and construct site access roads, secure site zoning or variances	
Problem solving and troubleshooting all products and services	
Prepare project status reports and attend status meetings	
FCC licensing and frequency coordination	
Maintain responsibility for all civil work on project	
Other (describe)	

6.10.2 Attach a recommended project schedule from contract signing through completion of implementation. The schedule shall be based upon the number of months after contract signing and should represent “not to exceed” or guaranteed completion dates. The schedule should be in significant detail, and include all project milestones.

6.10.3 Provide a list of names, positions, on-site hours per week and duration of assignment for each of your personnel that will be assigned to this project. Detail below the amount of time and level of support you will provide. Include all costs in the Cost Summary section of your proposal. The District reserves the right to interview the proposed personnel assigned to this project before awarding the contract.

Name	Position	Hours per Week	Duration

- 6.10.4 Attach resumes showing experience and educational qualifications of personnel to be assigned to the project.
- 6.10.5 Who will be the designated project manager? Provide a minimum of three professional references for the designated project manager.
- 6.10.6 Indicate any additional items recommended or required for this implementation. Make sure that all costs are included in the Cost Summary section of your proposal.
- 6.10.7 Provide a copy of your recommended Acceptance Test Plan (ATP) for your proposed system. The ATP should include specific objectives and detailed procedures for each of the categories listed below.
- A. Method of Testing
  - B. System Functionality
  - C. Mobile and Data Unit Coverage
  - D. Reliability/Availability
- 6.10.8 Provide an estimate of the total amount of time you expect District personnel will need to dedicate to executing the ATP.
- 6.10.9 The District needs to confirm system functionality prior to acceptance. Each specific functional requirement agreed to as part of the final contract should be 1) tested and 2) tracked against the original proposal of the successful Proposer. The selected Proposer is responsible for documenting that each RFP requirement is included in the system design and acceptance test plan. Describe how the functionality will be tracked and tested prior to final system acceptance.

## 6.11 Training

- 6.11.1 Identify the complete course listing of backbone, interconnect, console, user equipment and system software training included in your proposal for each of the following positions. All costs shall be included in the Cost Summary section of your proposal.

Position	Cost Per Person	Recommended # of Persons	On-Site Hours	Off-Site Hours
System Administration				
Calltakers/Dispatchers				
End User				
Technicians				
Other				

- 6.11.2 How many hours of training are included with your proposal?
- 6.11.3 What optional classes or training is available but not included in this proposal? Provide detailed course descriptions and associated costs.

## **6.12 Warranty and Maintenance**

- 6.12.1 Describe your proposed warranty and maintenance services for
- A. System equipment (base stations, consoles, interconnect, etc.) and
  - B. User equipment (mobile and portable radios).
- 6.12.2 Will you guarantee a fixed maintenance cost for system equipment? If so, for how long?
- 6.12.3 Will you guarantee a fixed maintenance cost for user equipment? If so, for how long?
- 6.12.4 Does the proposer have a user group for the proposed system? Is there a charge for the District to participate?
- 6.12.5 Does the proposer have a newsletter for the proposed system? Is there a subscription charge for the District?
- 6.12.6 What are the District's obligations following a new release/major redesign of equipment?
- 6.12.7 Describe the abilities of your system to allow system diagnostic and monitoring from:
- A. BAAQMD Dispatch Center
  - B. Remote computers, e.g., web based
  - C. Proposer's facilities
- 6.12.8 Are updates and enhancements included with the system?
- 6.12.9 How often are enhancements provided?
- 6.12.10 Is it mandatory to install new releases of software? If so, answer the following questions:
- A. How soon?
  - B. Is there an additional charge for the new release?
  - C. Is new documentation supplied?



- D. Is additional training provided?
- E. Is maintenance continued for the old release? If so, for how long?
- 6.12.11 What is the length of the warranty? (The District requires 1 year on infrastructure and desires 3 years on user equipment)
- 6.12.12 Does warranty begin at acceptance?
- 6.12.13 What are the days/hours of warranty coverage?
- 6.12.14 What are the days/hours of maintenance coverage after the warranty expires?
- 6.12.15 What are the normal hours of telephone support?
- 6.12.16 Is a toll free "800" number provided?
- 6.12.17 Are remote diagnostics and trouble shooting provided?
- 6.12.18 What is your guaranteed service/support response time via telephone/e-mail?
- 6.12.19 What is your guaranteed time to respond on-site?
- 6.12.20 What is your guaranteed time to repair?
- 6.12.21 Is preventative maintenance included as part of this agreement?
- 6.12.22 How often is preventative maintenance performed or recommended?
- 6.12.23 Does preventative maintenance require the system to be taken down? If so, for how long?
- 6.12.24 What is the hourly rate for on-call after-hours services? What is the minimum number of hours charged?
- 6.12.25 How long will you guarantee support of the equipment proposed?
- 6.12.26 Describe the product road map for the technology used in the proposed system, e.g., how long will the technology be sold and manufactured, how will migration to future technologies be facilitated, and what other system technologies are currently available or planned?

**6.13 Contract Information**

- 6.13.1 Who is your authorized negotiator (name, title, phone number, e-mail)?
- 6.13.2 Is your proposal valid for a minimum of 240 days?
- 6.13.3 The District's contract as presented in Attachment 2 will serve as the contract for this system. Unless exceptions to that contract language are noted in Attachment 2, the Proposer is presumed to have accepted the District's contract.
- 6.13.4 Will you provide an initial system performance/acceptance testing period lasting at least 90 days from the date the system is fully operational.
- 6.13.5 What is your proposed payment schedule?
- 6.13.6 Will you provide a payment schedule that includes a minimum 25% holdback until final system acceptance?
- 6.13.7 Would you be willing to provide a sample set of user documentation for finalist evaluation?
- 6.13.8 Include copies of your licensing agreements for equipment maintenance and system software.

## Section 7 Cost Worksheets

The District requires Proposers to provide detailed cost schedules for each component of the proposed system(s). These schedules must include the following information:

- Model number of component
- Description of component
- Number of units of the components that are being proposed
- Component unit price
- Total purchase price

The forms in this section, or Proposer forms/spreadsheets containing the same information, should be included in the proposal.

Costs should be itemized and grouped according to the site and/or facility. Additionally, annual maintenance expenses should be shown for the installed equipment beginning after the warranty period as shown in the District's voice and data radio systems.

Equipment costs should be divided into two categories: 1) system equipment and 2) user equipment. The system equipment cost schedule must identify the components necessary to construct the voice and/or data backbone. A user equipment cost schedule must be developed to provide the models and pricing for user equipment. In cases where Proposers have multiple models of a given product, a complete range of pricing options should be provided on the schedules. Proposers should indicate appropriate volume discounts that are available.

## 7.1 One-Time Cost Summary

Proposers should provide a summary of all one-time costs for the proposed system. The totals on this page must agree with the totals on the detail schedules provided for each category. BAAQMD will not be responsible for any costs not included in this summary.

System Component	Voice System	Data System
Backbone System		
Interconnect Equipment		
External System Interfaces		
Additional Hardware		
Software		
Test Equipment		
Spare Parts		
Site and/or Telco Line Leases		
Installation		
Integration		
Training		
Project Management		
Out-of-Pocket		
Ancillary Equipment		
Performance Bond		
Other		
<b>Total</b>		

## 7.2 Summary of Optional Costs

Complete costs for optional items should be provided in this section. Unit costs and sufficient detail on each option shall be provided so that a thorough analysis can be conducted.

System Component	Voice System	Data System
<b>Total</b>		

## 7.3 Detailed One-Time Component Costs

Proposers must identify the system equipment required for construction of the voice and/or data radio system. Provide unit cost information for each of your proposed system components. System costs should be identified for each site/facility in a format similar to that shown below:

Component or Model Number	Description	Qty.	Unit Price	Total Purchase Cost	Annual Maintenance Expense
<b>Total</b>					
Optional Items:					
<b>Total</b>					

## 7.4 10-Year System Recurring Cost Summary

Proposers must provide a summary of the recurring costs required to maintain the proposed system during the 10-year period beginning **after** the initial warranty period. Costs should be included for each of the categories shown below. A description of the services to be provided should be included as an attachment to your cost proposal as well.

System Component	Year 2	Year 3	Year 4	Year 5	Year 6
Backbone System					
Interconnect Equipment					
External System Interfaces					
Additional Hardware					
Software					
Test Equipment					
Spare Parts					
Site and/or Telco Line Leases					
Installation					
Integration					
Training					
Project Management					
Out-of-Pocket					
Ancillary Equipment					
Other					
Total Annual Recurring Costs (Not to Exceed)					

<b>System Component</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
Backbone System					
Interconnect Equipment					
External System Interfaces					
Additional Hardware					
Software					
Test Equipment					
Spare Parts					
Site and/or Telco Line Leases					
Installation					
Integration					
Training					
Project Management					
Out-of-Pocket					
Ancillary Equipment					
Other					
Total Annual Recurring Costs (Not to Exceed)					

## **7.5 User Equipment**

### **7.5.1 Required Equipment**

The supplemental information to this RFP contains a list of BAAQMD's existing user equipment. Proposers should provide a spreadsheet that includes costs for all of the required equipment.

<b>Component or Model Number</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>
Consoles:			
Mobile radios:			
Mobile data units:			
Other:			

### **7.5.2 Equipment Options**

In addition, BAAQMD is requesting Proposers to provide pricing for all user equipment that will operate on the proposed system. Please provide unit cost information for each of your proposed equipment models, as well as available options and maintenance costs.

## **7.6    *Financing Options***

The District is interested in considering cost effective financing options that may be available from Proposers. Describe the range of financing options that you can provide and provide pro-forma financing estimates.

## **7.7    *Grant Funding***

BAAQMD is interested in obtaining any available grant funding to offset the purchase price of the voice and/ or data radio system. Describe your experience in assisting customers with obtaining grant funding and discuss how you can assist BAAQMD in obtaining grant funds.

## Attachment 1 Functional Requirements

Functional, performance and reliability requirements necessary to implement the radio communications system are provided in the spreadsheet that accompanies this document. These requirements are based on the needs and requirements of the District as well as industry standard guidelines for radio system design, implementation and operation. Proposers should use the following codes to indicate the ability of the proposed system to meet the needs of the District:

<b>Response Code</b>	<b>Definition</b>
<b>C</b>	Proposed system complies with requirement.
<b>X</b>	Proposed system does not comply with requirement.
<b>A</b>	An alternative is recommended.

Place appropriate responses within the appropriate response column next to each requirement. Where applicable and where requested, provide additional information in the comments column that describes the way in which the proposed system fulfills the given requirement or how an alternative to the requirement will meet the District's needs.

Proposers are required to respond to each requirement: omitted responses will be evaluated as response codes of X (proposed system does not comply with requirement).



## **Attachment 2 BAAQMD Proposed Contract**

BAAQMD's standard contract terms and conditions are included in this section. This document will be the basis of the contract negotiated with the successful Proposer.

Any exceptions to these contract terms and conditions should be explicitly identified in this section; unless an exception is noted, BAAQMD's standard terms will be considered acceptable to the Proposer.

## **Attachment 3 Supplemental Material**

The supplemental information attachment provides detailed information on BAAQMD's current communications systems and user environment.